

20 April 1978

Records Review Procedure

RRP 78-21

Processing of ☐ Series Documents Previously Reviewed

Reference: RRP 78-18, dated 19 April 1978

For the purpose of processing duplicate copies of ☐ series documents ONLY, the referenced RRP is suspended.

Now that RRB has begun work on the complete ☐ series of documents, we have run into the problem of just how to process these documents in light of ☐ documents that have already been processed at WNRC and entered into our computer system. A review of the situation dictated that we get all ☐ series documents into the computer in a consistent and relevant manner. To accomplish this the following procedure will be used when encountering duplicate copies of ☐ series documents. This procedure remains in effect only until the temporary situation involving ☐ series documents reviewed at WNRC/NARS is corrected. For the usual procedure in handling duplicate documents see RRP 78-18.

All ☐ documents now being processed within RRB should be checked against the most current machine run. If the document is found on the machine run, the reviewer should excerpt the classification action shown on the machine run and incorporate that action into the appropriate section of the reviewing stamp which the reviewer puts on the document. The remaining sections of the stamp and of Form 4023A should be completed as if it were first-time action being taken.

In the case of duplicate ☐ series documents encountered bearing the ☐ indicator in the source line, the same procedure of paragraph 3 will be followed EXCEPT that the reviewer will make the necessary corrections on the bottom line of Form 4023A; to wit: Review Classification C; Retention Justification 02; and Next Review Date 55.

For statistical accountability, the reviewer is to enter the total number of duplicate documents "processed" in the lower right-hand section of his production report forwarded to the Section Chief. This figure will be separate from the statistics provided for documents reviewed originally.



Chief,

Records Review Branch

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